



701 N. Tool Dr.  
Tool, TX 75143

Office: (903)432-3522 ext.101  
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Contact@tooltexas.org  
tooltexas.org

## ORAN WHITE CIVIC CENTER RENTAL AGREEMENT

### POLICIES ON USE OR RENTAL OF ORAN WHITE CIVIC CENTER:

1. Reservations are made on a first come, first served basis
2. The City Council of the City of Tool will have first priority
3. All youth groups must be properly chaperoned by an adult
4. Children are restricted from playing in the parking lot
5. All groups will be held responsible for damages done to the Civic Center
6. All occupants must clean up after themselves and leave the center in the manner in which it was found.
7. All lights must be turned out, the heat or air conditioning turned off and all trash removed. (See check list on back)
8. City Officials will have the privilege of checking the facilities at all times.
9. A \$200.00 deposit is required and will be refunded when the key is returned (Within 72 hrs) and all requirements are met. Key must be returned during normal business hours (Monday-Friday 8am-5pm).
10. A minimum charge of \$100.00 is required for use of the Civic Center. Additional charges may apply based upon circumstance. The **only** group exempt from this charge: Malakoff ISD

Person in charge \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Type of Event \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_ Number in Attendance \_\_\_\_\_

### THE CITY OF TOOL RESERVES THE RIGHT TO REFUSE ANYONE

*\* By signing below, I agree that I have read and understand the City's policy for use of the Civic Center, and I agree to abide by those rules.*

*\* I also agree that in return for the opportunity to use the Civic Center, I release the City from liability to me from any damages or initial injuries to me resulting from use of the Civic Center, and will defend, indemnify, and hold harmless the City for any claim by other persons against the City from damages or injuries that result from my use of the Civic Center.*

	Date	Initials
Deposit Fee Paid:	_____	_____
Rental Fee Paid:	_____	_____
Deposit/Key Returned:	_____	_____

X \_\_\_\_\_  
Renters Signature Date



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## **CHECKLIST FOR CIVIC CENTER**

- \_\_\_\_\_ 1. AIR CONDITIONING OR HEAT TURNED OFF
  
- \_\_\_\_\_ 2. OVEN AND/OR STOVE TURNED OFF
  
- \_\_\_\_\_ 3. ALL TRASH TAKEN OUT TO DUMPSTER AT WEST END OF BUILDING
  
- \_\_\_\_\_ 4. ALL DISHES AND UTENSILS CLEANED AND PUT UP
  
- \_\_\_\_\_ 5. FLOORS AND COUNTERS CLEANED
  
- \_\_\_\_\_ 6. RESTROOMS CLEANED
  
- \_\_\_\_\_ 7. TABLES AND CHAIRS STACKED BACK
  
- \_\_\_\_\_ 8. ALL LIGHTS TURNED OFF

**THANK YOU IN ADVANCE FOR YOUR CO-OPERATION!**